

INSTRUCTIONS FOR BINGO SALES WORKSHEET – DOOR SALES

The purpose of this worksheet is to collect sales data for the **bingo door** and compare the receipts that these sales should have produced with the actual cash they produced. Many organizations also make bingo sales on the floor. Do not record those sales on this sheet; rather record them on the Bingo Sales Worksheet -- Floor Sales. This worksheet assumes that the organization has an accurate method for determining the number of sales units sold. Such a method could be subtracting starting serial numbers from ending serial numbers if the packs are sold consecutively, a cash register that records each sales unit sale and can tabulate totals, etc. **You should attach to this worksheet documentation of the number of each sales category sold and how it was determined.** Systems of this type are necessary for organizations to have adequate controls over the large amounts of cash that are a part of conducting bingo sessions. In this regard, organizations should also ensure that the person preparing the record of bingo sales is not the person responsible for counting the bingo sales money at whatever point in the games it is counted.

Line	Instruction
1	Complete all information in this section.
2	List in the Pack/Card Sales column each unique category of sales units. Examples are 12 face packs, 18 face packs, door card, extra cards at a price, etc. Record the price of each unit and the number sold. Compute expected receipts. Actual receipts is the result of counting the money taken in at the door. If additional space is needed, attach additional sheets with the data shown on this worksheet and number them in the style used in the top right corner of this worksheet. If your organization cannot count actual receipts by sales category, count in total and reconcile with expected receipts in total only. This final count should be made and recorded by someone other than the person completing the rest of the record.
3	Record data as above for Pickle Jar, Pot of Gold, or whatever name is used for a special game that is won when a player has a bingo on a pre-selected number. If any of these games are played as progressive games, also complete line 8 of this worksheet. Do not record this data twice; if sheets to play special games are in the main pack recorded in section 2, record only additional sales of them here. This section is for recording game sales other than those recorded in Section 2.
4	Record Winner Take All game data as shown by instructions for line 2.
5	List any additional special games played at your organization's bingo and record appropriate data. If additional space is needed, attach additional sheets with the data shown on this worksheet and number them in the style used in the top right corner of this worksheet. If any of these games are played as progressive games, also complete line 8 of this worksheet
6	Record sales of Electronic Bingo Devices. List by sales categories if your organization sells these devices at different prices.

7	Total the expected and actual receipts columns and compute the total of the Overage (Shortage) column by subtracting the expected receipts from actual receipts. Copy totals to line 5 of the Bingo Sales Worksheet – Floor Sales if your organization has any floor sales and/or progressive games. If your organization does not complete the Floor Sales worksheet these totals are the total of bingo sales. Your organization should report on Attachment D the total expected receipts and any Overage/(Shortage) developed on this worksheet.
8	This section is to account for progressive bingo games your organization may choose to play. List the name of the game, and record the data called for in these columns. The “amount from previous session” must equal the “amount to next session” column on the previous session’s worksheet. Receipts this session have already been included in the above receipts section and are entered here only to provide a progressive game record.
9	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should match the date of the session in Section 1.